

SUMMER FOOD SERVICE PROGRAM RECEIVING SITE RECORD

Completed by Central Kitchen	
Receiving Site_____	Date_____
Number of Meals Ordered_____	Time Food Sent_____

Menu	Comments

Completed by Site Supervisor						
Serving Size	Food Items	Servings Per Pan	Pan Count	Food Temp	Amount Received	Over or Short

Completed by Receiving Site – Site Supervisor	
Number of Meals Served_____	Time Food Received_____
Child _____	
Adult _____	
Leftover_____	
Site Supervisor: Return completed form to Central Kitchen daily.	
<div style="border-top: 1px solid black; width: 30%; margin: 0 auto;"></div> Signature of Site Supervisor	

Revised 04/07

